

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION  
OUTDOOR BUSINESS DISPLAYS**

**Note:** This application is to be used for processing requests for outdoor business displays to be placed adjacent to existing businesses in the Village Redevelopment Area only. Applicants should review the “Location and Development Criteria” outlined on the back of this instruction sheet to determine whether or not they are eligible for a permit for an outdoor business display before completing and submitting this application form.

The following represents the procedures which have been set forth for processing this administrative permit application:

1. Submit application to Redevelopment Department with a check made payable to the “City of Carlsbad” in the amount of fifty-five dollars (\$55).
2. Application is reviewed for completeness by the Housing and Redevelopment Department.
3. If an application is deemed complete, processing continues for action by the Housing and Redevelopment Director. For an application to be deemed complete, the application must be completed in its entirety (no blanks), all requested signatures must be provided on the application and all attachments must be submitted with the application.

If the application is not complete, it will be returned to the applicant for resubmission at a later date.

4. If the permit is approved, a letter will be forwarded to the applicant from the Housing and Redevelopment Department. Upon receipt of the approval letter, the applicant may proceed with development of the outdoor display and placement of the display on the public sidewalk.
5. If the permit is denied, applicant may appeal to the Design Review Board within then (10) calendar days of the decision by the Housing and the Redevelopment Director.

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The following supplemental information must accompany the completed application:

- ☒ Two (2) copies of a site plan. The site plan shall include the following information:
  - Name and address of applicant and/or display maker.
  - Location and dimension of proposed outdoor business display.
  - Sidewalk dimensions in front of business.
  - Location and dimension of business building, including locations of, and dimensions of, entrances and exits to and from building.
  - Location and dimensions of existing parking areas, points of vehicular access to the property/business, curb cuts providing handicap accessibility to sidewalk
  - North arrow and scale for plans.
- ☒ A Certificate of Insurance in the amount of \$1 million which lists the City of Carlsbad and Carlsbad Redevelopment Agency as additional insured.

1. Each individual business within the Village Redevelopment Area shall be allowed a **single (1)** business display to be located outside the walls of the subject business building and within the public right-of-way. This display may include, but is not limited to:
  - A single rack of clothing or accessory items, including shoes;
  - A rack of magazines, newspapers and/or books;
  - A Flower or craft display cart; or,
  - A table with various business-related items sold within the building, such as that used for a "sidewalk sale".

These business displays shall not contain any information which would routinely be placed on a business sign located on the building such as the name or type of business, hours of business operation, business logo, brand name information, etc. The business display may include a sign which indicates the price of the display item(s) or simply indicates a "sale" on the item(s).

2. An outdoor business display shall be placed adjacent to and parallel to the subject business building. These displays shall not be placed adjacent to the street curb or perpendicular to the subject business building. A clear area of at least five feet (5') in width must be maintained for pedestrian use between the street curb and the outer edge of the business display. A clear area of five feet (5') in width must also be maintained to building entries. An outdoor business display shall not encroach upon the building frontage of an adjacent business.
3. An outdoor business display shall not exceed five (5) feet in height, 6 feet in width, and 3 feet in depth.
4. A single outdoor business display may consist of several individual business items, without a rack, cart, table or shelf of some type. However, the various display items must be placed together in a single location in front of, and adjacent to, the subject business building. The display items shall not be spread out along the entire front of the subject building. Any single business display shall fit into an "imaginary box" with the dimensions noted above (3' wide X 6' long). The height of any item within the display may not exceed five feet (5').
5. If a business has outdoor tables located within the public right-of-way, no additional business display shall be permitted.
6. All outdoor business displays shall be located in a manner which does not cause an obstruction for pedestrians and/or site distance problems for vehicles.
7. No outdoor business display shall obscure or interfere with any official notice or public safety sign or device.
8. All outdoor business displays within the public right-of-way shall be temporary. The displays shall be placed outside during business hours only. No permanent outdoor displays shall be permitted within the public right-of-way.
9. All outdoor business displays shall be continuously maintained in a state of order, security, safety and repair. The display surface shall be kept clean, neatly painted, and

free of rust, corrosion, protruding tacks, nails and/or wires. Any cracked, broken surfaces, or other unmaintained or damaged portion of a display shall be repaired or replaced or removed within thirty (30) days.

10. All outdoor business displays shall be tasteful and assist in creating a top quality shopping environment. No display shall contain obscene, indecent or immoral matter.
11. The outdoor business displays must be self-supporting, stable and weighted or constructed to withstand overturning by wind or contact. The display shall not be permanently affixed to any object, structure or the ground including utility poles, light poles, trees or any merchandise or products displayed outside permanent buildings.
12. Applicants for an outdoor business display permit must sign an Indemnification Statement holding the City of Carlsbad and the Carlsbad Redevelopment Agency harmless from any legal action resulting from placement of the display on the public sidewalk. This statement has been included on the required application for a permit.
13. Insurance shall be required naming the City of Carlsbad and the Carlsbad Redevelopment Agency as additionally insured. The amount of the insurance required shall be \$1 million, as established by the Risk Manager for the City. A Certificate of Insurance must be submitted to the City/Agency and remain in effect for as long as the Outdoor Display remains in the public right-of-way.

**CARLSBAD REDEVELOPMENT AGENCY  
PERMIT APPLICATION**

**PLEASE CHECK ALL THAT APPLY:**

☐

**ADMINISTRATIVE PERMIT**

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is equal to or less

☐

**MINOR REDEVELOPMENT PERMIT**

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is

than \$60,000.

- ☐ Interior or exterior improvements to existing structures which result in an intensity of use.
- ☐ Provisional land uses, where a minor or major redevelopment permit is not required.
- ☐ Changes in permitted land uses which result in site changes, increased ADT, increased parking requirements, or result in compatibility issues/problems.
- ☐ Signs for existing businesses or facilities.
- ☐ Repair or maintenance activities which are not exempt from obtaining a permit.

☐ **COASTAL DEVELOPMENT PERMIT**

☐ **MAJOR REDEVELOPMENT PERMIT**

- ☐ New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is greater than \$150,000.
- ☐ Variances for projects within this category.

greater than \$60,000 but less than \$150,000.

- ☐ Variances for projects within this category.
- ☐ Variances for projects which would otherwise be exempt or be eligible for an administrative permit.

☐ **MISCELLANEOUS REDEVELOPMENT PERMIT**

- ☐ A-Frame Sign
- ☐ Sign Permit
- ☐ Sign Program
- ☐ Sidewalk Tables/Chairs
- ☐ Outdoor Displays
- ☐ Other \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_  
Brief description of project: \_\_\_\_\_

Property Location:  
APN(s): \_\_\_\_\_ Street Address \_\_\_\_\_

Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**THE AREA BELOW IS TO BE COMPLETED BY CITY STAFF**

**FEES FOR APPLICATION PROCESSING:**  
(List type of fee and amount)

\$55.00 – Outdoor Display Permit

**RECEIPT OF APPLICATION**

Date Application Received \_\_\_\_\_

Application Received by \_\_\_\_\_

Permit Number Assigned \_\_\_\_\_

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT  
OUTDOOR BUSINESS DISPLAYS**

**1. BUSINESS DESCRIPTION**

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT  
OUTDOOR BUSINESS DISPLAYS**

Business Name: \_\_\_\_\_

Business Owner Name(s): \_\_\_\_\_

Type of Business (i.e. restaurant, bar, retail): \_\_\_\_\_

**2. LOCATION OF BUSINESS**

Address: \_\_\_\_\_

Does the business have frontage on a public street? ☐ Yes ☐ No

Does the primary entrance to the business front on a public street or the public sidewalk?  
☐ Yes ☐ No

Is the business located within a business arcade or courtyard? ☐ Yes ☐ No

If yes, please provide the name of the building or the center:

**3. DESCRIPTION OF PROPOSED OUTDOOR BUSINESS DISPLAY**

**Size of Display:**

Total Height of Tallest Display (incl. supports): \_\_\_\_\_ Total Width of Entire Display: \_\_\_\_\_

Total Square Feet of Display Area: \_\_\_\_\_

Proposed Materials:

Describe the design/colors to be used:

**Please attach to this permit application a copy of the proposed display design or a picture of the completed display for review by the Housing and Redevelopment Department.**

**4. LOCATION/PLACEMENT OF PROPOSED OUTDOOR BUSINESS DISPLAY**

**CARLSBAD REDEVELOPMENT AGENCY  
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**Please attach a site plan to this permit application which indicates the exact location for the proposed outdoor business display. This site plan must also include a north arrow and scale and indicate the location of the business in relationship to the location of the display, the amount of street frontage for the business, the width of the sidewalk in front of the business, the locations of driveways, parking spaces, curb cuts for handicap access to the public sidewalks, alleys and/or streets. See application checklist for additional requirements.**

**5. BUSINESS OWNER INFORMATION/CERTIFICATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone No.: \_\_\_\_\_

List the Names and Addresses of all persons having a financial interest in the application:

\_\_\_\_\_  
\_\_\_\_\_

If any person identified above is a corporation or partnership, list the names and addresses of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership:

\_\_\_\_\_  
\_\_\_\_\_

If any person identified above is a non-profit organization or a trust, list the names and addresses of any person serving as an officer or director of the non-profit organization or as trustee or beneficiary of the trust:

\_\_\_\_\_  
\_\_\_\_\_

Have you had more than \$250 worth of business transacted with any member of City Staff, Boards, Commissions, Committees, and/or Council within the past twelve (12) months? ☐ Yes ☐ No

If yes, please indicate person(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

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**6. INDEMNIFICATION/ HOLD HARMLESS AGREEMENT**

**Certification Statement:** I Certify that I am the Legal Business Owner of the subject business and that all of the above information is true and correct to the best of my knowledge. I agree to accept and abide by any conditions placed on the subject outdoor business display permit as a result of approval of this application. I agree to indemnify, hold harmless, and defend the City of Carlsbad and the Carlsbad Redevelopment Agency or its officers or employees from all claims, damage or liability to persons or property arising from or caused by the installation of the subject outdoor business display on the public sidewalk pursuant to this permit unless the damage or liability was caused by the sole active negligence of the City or its officers or employees. I have submitted a Certificate of Insurance to the City of Carlsbad in the amount of \$1 million which lists the City of Carlsbad and the Carlsbad Redevelopment Agency as "additional insured". This Certificate shall remain in effect for as long as the outdoor business display is placed within the public right-of-way. This agreement is a condition of the issuance of this permit for the subject outdoor business display to be placed on the public right-of-way. I understand that an approved outdoor business display permit shall remain in effect for as long as outdoor business display are permitted within the Village Redevelopment Area and the permittee remains in compliance with the subject approved permit. I also understand that the Housing and Redevelopment Commission may conduct an annual review of the policy which sets forth applicable regulations for outdoor business displays and reserves the right to modify or eliminate the regulations which currently allow for these displays.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

The remainder of this application shall be completed by City Staff:

**7. RECEIPT OF APPLICATION**

Date Application Received: \_\_\_\_\_

Application Received by: \_\_\_\_\_

Permit No. Assigned: \_\_\_\_\_

**8. FEES FOR APPLICATION PROCESSING**

The following fees shall apply to this application; list type of fee and amount:

\$55.00 - Administrative Redevelopment Permit/Outdoor Business Display

Total Fee(s) required for this application: \_\_\_\_\_

Date Fee(s) collected by City Staff: \_\_\_\_\_

Receipt No.: \_\_\_\_\_



9. ACTION ON THE APPLICATION

The following action has been taken by the Housing and Redevelopment Director on this application:

- ☐ Approved subject to conformance with plans submitted as part of application, dated \_\_\_\_\_
- ☐ Approved, with conditions. See conditions noted below.
- ☐ Denied. Reason \_\_\_\_\_

Housing and Redevelopment Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10. CONDITIONS OF APPROVAL (IF APPLICABLE)

The following conditions have been placed on the subject permit: